

# Guide to Creating FGDC Compliant Metadata with the EPA Metadata Editor v3.2

 **EPA Metadata Editor**



**November 8, 2013**

Please note these instructions are part of best practices and guidance, not FWS official policy. Please contact US Fish and Wildlife Service, HQ Information Resources and Technology Management, Geospatial and Data Services Team, [fwsqis@fws.gov](mailto:fwsqis@fws.gov) for more information.

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# 1. Notes

- a. This guide presumes that the EPA Metadata Editor is installed.
- b. You can find training materials and download the application from:  
<https://edg.epa.gov/EME/>

***(Some users have experienced problems downloading the EPA Metadata Editor with Internet Explorer. If you are unable to open the zip file, try Downloading it with Chrome.)***

- c. You will be asked to fill out a brief questionnaire. Select EME 3.2
- d. Mandatory elements are highlighted in **red** when space allows.
- e. It is possible, and recommended, to copy and paste values from reports and publications into text fields.
- f. Creating good Metadata makes one strong, virtuous and attractive.

## 2. Assembling the information needed to create good Metadata

- a. Contact information for the organization that created the dataset – Address, Phone Number, Title and E-mail.
- b. Contact information for the organization that is creating the Metadata.
- c. Contact information for the organization that will distribute the dataset.
- d. Find an appropriate liability statement for the dataset.
- e. List any source materials used in creating the dataset.
- f. List the process steps taken in creating the dataset.
- g. List any source materials used in attributing the dataset.
- h. Calculate the size of the dataset when compressed.
- i. If possible, determine the URL where a zip file of the data set will be accessible for download.

### 3. Accessing the EPA Metadata Editor Database

The EPA Metadata Editor, EME, uses an Access Database to store commonly used values for many metadata elements, such as publisher and contact information.

A U.S. Fish and Wildlife version of this database should be installed at **C:\metadata\_fws** (metadata\_fws.mdb).

If it has not already been installed, create the new folder **C:\metadata\_fws**.

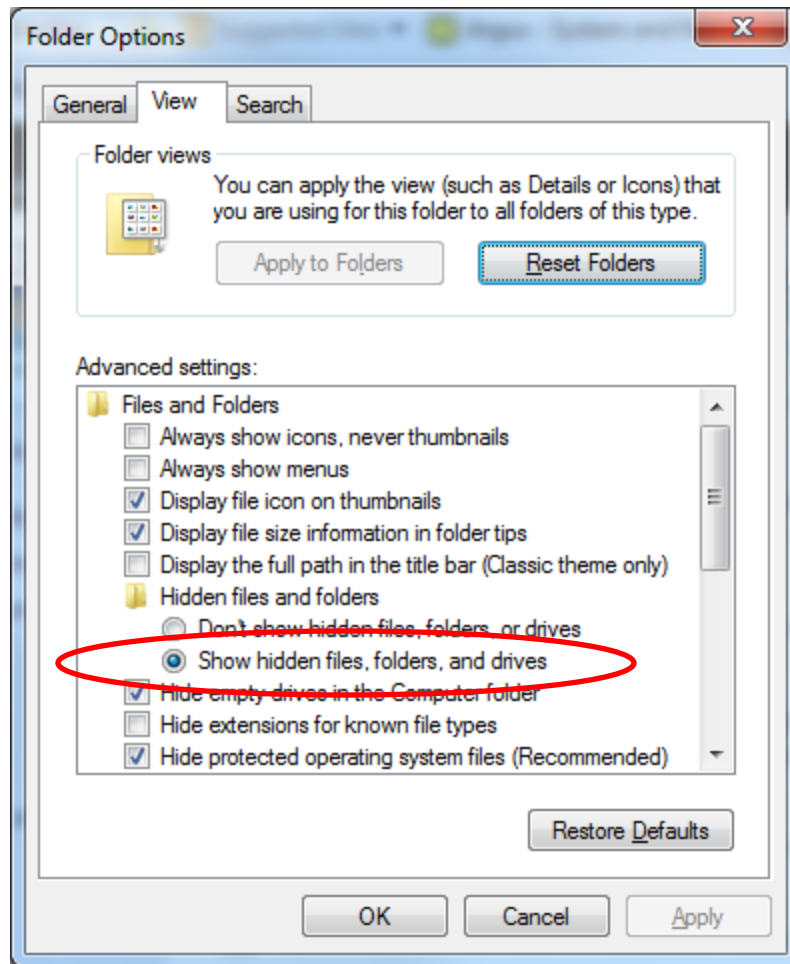
### 3. Accessing the EPA Metadata Editor Database

Download metadata\_fws.mdb and config.xml from:

<https://fishnet.fws.doi.net/projects/gisnew/gisinfo/SitePages/Metadata.aspx>

(Open the pulldown menu to the right of the file name, select **Send To > Download a Copy**)

### 3. Accessing the EPA Metadata Editor Database



Config.xml defines the path to the database for the metadata editor and is necessary to use and edit the FWS metadata database.

You will need to view hidden files on your computer in order to place this file in the proper location.

To show hidden files click **Start** and then **Help and Support**

Type Show hidden files in the search window  
Click on **Show hidden files**

Click to open **Folder Options** and open the **View** tab.

Under Hidden files and folders, click the Show hidden files, folders and drives radial button.

### 3. Accessing the EPA Metadata Editor Database

There will be a default copy of config.xml placed in  
C:\Users\**<your user name>**\AppData\Roaming\Innovate! Inc\  
EPA Metadata Editor v3.2

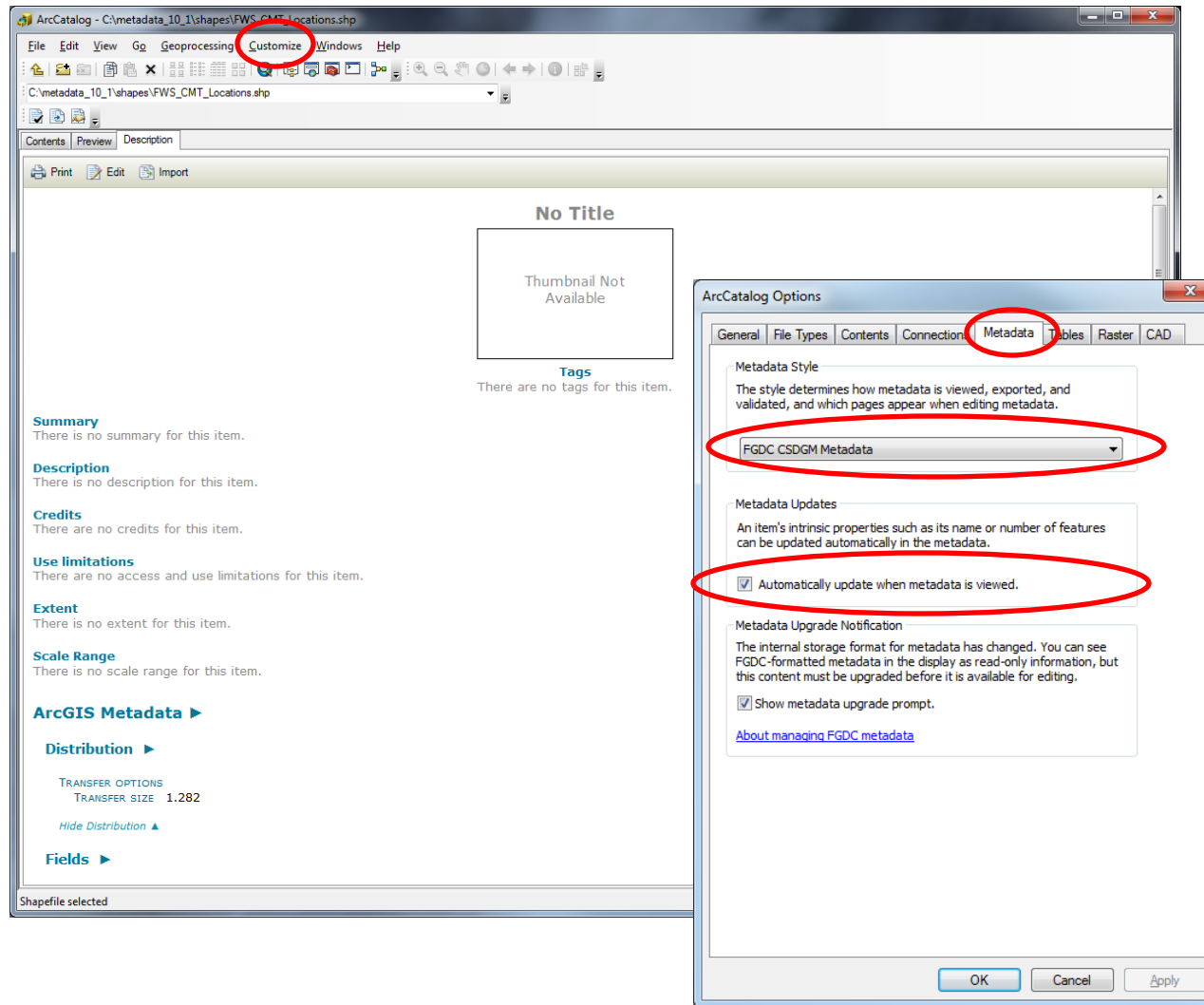
Replace that copy of config.xml with the copy located at  
**C:\metadata\_fws**

This step should be performed for each GIS user who logs onto a shared computer so that they can use the metadata database.

**<your user name>** is your short form Active Directory name.  
For example, Joe\_Schmoe@fws.gov might be jschmoe. It should be apparent when you view the **Users** directory.



## 4. Selecting FGDC CSDGM Style Metadata



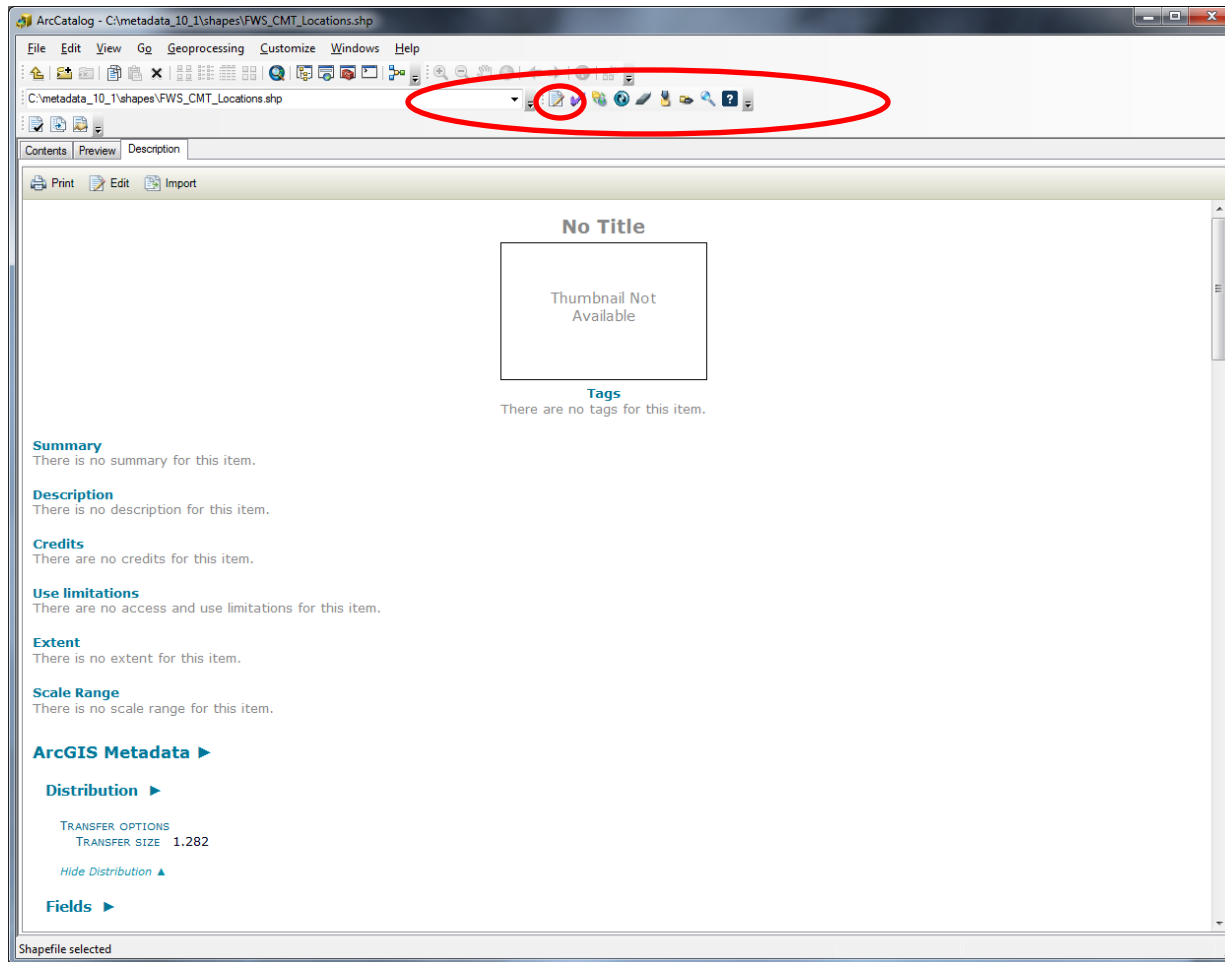
Click on **Customize**

Select the **Metadata** Tab in **ArcCatalog Options**

Select **FGDC CSDGM Metadata** from the pulldown menu

When the Automatic update box is checked ArcCatalog will automatically detect attributes.

## 5. EPA Metadata Editor Toolbar



Click on **Customize**

Choose **Toolbars** and check **EPA Metadata Editor**

This activates the **EPA Metadata Editor** tools In ArcCatalog

To use the **EPA Metadata Editor** click on the **Edit** button

**EPA Metadata Editor** will open in another window

## 6. Basic Data Set Information

EPA Metadata Editor v3.2

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Quality**

- \* Integrity Tests: This data is believed to be logically consistent though no **D**
- \* Completeness of Data: This dataset is as complete as data found withi **D**

**Horizontal Positional Accuracy**

- \* Report: This dataset is as complete as data found within the CMT as o: **D**

\*\* Value: (m) \*\* Test used:

**Vertical Positional Accuracy**

\*\* Report:

\*\* Value: (m) \*\* Test used:

**Lineage**

- \*\* Source Information: No sources found.
- \* Processing Steps: 2 processing steps found. (\* only 1 processing step required)

**Spatial Data Organization Information**

- \*\* Direct Spatial Reference: Edit Object Info **D**
- \*\* Indirect Spatial Reference:

**Coordinate System Information**

**Horizontal**

- \* Projection: Geographic **D**
- \* Not applicable:
- \* Units: decimal \* Datum: North American Datum of 1' **D**
- \* Resolution: X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

**Overview Detailed**

**Entity Information** [Help](#)

Label + - Definition Source

FWS\_CMT\_Locations USFWS, Information Resour

Definition USFWS Station Locations information

**Attribute Information**

Label + - Definition Source

FID Esri

Definition Internal feature number.

**Domain Information**

Range Codeset Enumerated Unrepresentable

unique whole numbers that are automatically generated.

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

Save Save & Close Cancel

The first tab is **Basic Data Set Information**

Yellow fields are **mandatory**

Green fields are **mandatory if applicable**

Blue fields are **optional**

Buttons to **Save**, **Save & Close** and **Cancel** are at the bottom right of the window

Buttons with a **D** apply default values. These are **not** applicable to FWS data sets

## 6. Basic Data Set Information

Panel22 / GroupBox1 / X: 6 - Y: 79

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service

\* **Title:** U.S. Fish and Wildlife Service Corporate Master Table Locations

**Publisher**

\* **Published by:** U.S. Fish and Wildlife Service

\* **Published at:** Denver, CO  **Date:** 20130702

**Online Linkage**

\*\* **Primary Linkage:**  ☒

\*\* **Secondary Linkage:**  ☒

**Description**

\* **Abstract:** The U.S. Fish and Wildlife Service Corporate Master Table, CMT, is the official source of Service organization codes and related information. Information in the CMT includes, but is not limited to, organization

\* **Purpose:** The CMT enables all Service automated systems to utilize a corporate data set of known quality, eliminating the workload required to maintain each system's data set, and thereby facilitating data sharing. Other

**Supplemental Info:** Records in the CMT are verified by representatives of the USFWS

**Time Period**

\* **Date of Data Set**

Single Date OR Multi Dates: Date1, Date2, \* **Progress of data:** Planned

OR Range of dates: Date1 - Date2 \* **Data currency:** Publication date

20130626  \* **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

ISO EPA USFWS GIS Thesaurus Place

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificInformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location

**Data Set Constraints**

\* **Access:** None

\* **Use:** Although these data and information ha

\* **Security Classification:** No Confidentiality (from metadata

**Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description

Type values into the fields

Many fields have pulldown menus, eg. **Published at:**, which provide a choice of acceptable values

## 6. Basic Data Set Information

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information | Quality, Coordinate System, and Attribute Information | Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service

\* **Title:** U.S. Fish and Wildlife Service Corporate Master Table Locations

**Publisher**

\* **Published by:** U.S. Fish and Wildlife Service

\* **Published at:** Denver, CO  \* **Date:** 20130702 today

**Online Linkage**

\*\* **Primary Linkage:** http://www.fws.gov/gis/data/national/FWS\_CMT  ☒

\*\* **Secondary Linkage:**  ☒

**Description**

\* **Abstract:** The U.S. Fish and Wildlife Service Corporate Master Table, CMT, is the official source of Service organization codes and related information. Information in the CMT includes, but is not limited to, organization

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Single Date OR Multi Dates: Date1, Date2, \* **Progress of data:** Planned

OR Range of dates: Date1 - Date2 \* **Data currency:** Publication date

20130626 today \* **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

ISO EPA USFWS GIS Thesaurus Place

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificinformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location

**Data Set Constraints**

\* **Access:** None

\* **Use:** Although these data and information ha

\* **Security Classification:** No Confidentiality (from metadata

**Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

You can copy and paste into text fields like **Abstract** and **Purpose**

This can be a great labor saver and ensure that these fields are correct.

It is a good idea to spend some time composing the **Abstract**, **Purpose** and **Supplemental Info** as these provide the user of your data with the best idea of how best to use it.

## 7. Quality, Coordinate System and Attribute Information

The screenshot shows a software window titled 'MenuStrip1 / EditorForm / X: 5 - Y: 4'. The 'Quality, Coordinate System, and Attribute Information' tab is selected and highlighted with a red circle. The interface is divided into several sections:

- Quality**: Contains 'Integrity Tests' (This data is believed to be logically consistent though no), 'Completeness of Data' (This dataset is as complete as data found withi), 'Horizontal Positional Accuracy' (Report: This dataset is as complete as data found within the CMT as o), and 'Vertical Positional Accuracy' (Report:). Each section has a 'Value' field (m) and a 'Test used' field.
- Coordinate System Information**: Includes 'Horizontal' (Projection: Geographic, Units: decim, Datum: North American Datum of 1, Resolution: 0.000001) and 'Entity and Attribute Information' (Overview/Detailed tabs, Entity Information, Attribute Information, Domain Information).
- Lineage**: Shows 'Source Information' (No sources found.) and 'Processing Steps' (2 processing steps found. (\* only 1 processing step required)).
- Spatial Data Organization Information**: Includes 'Direct Spatial Reference' and 'Indirect Spatial Reference' fields.

A legend at the bottom indicates: YELLOW \* mandatory, GREEN \*\* mandatory if applicable, BLUE optional. Buttons for 'Save', 'Save & Close', and 'Cancel' are at the bottom right.

The second tab contains **Quality**, **Coordinate System** and **Attribute Information**

## 7. Quality, Coordinate System and Attribute Information

MenuStrip1 / EditorForm / X: 5 - Y: 4

File Edit Tools Help

Basic Data Set Information | **Quality, Coordinate System, and Attribute Information** | Distribution & Metadata Information

**Quality**

- \* [Integrity Tests:](#) This data is believed to be logically consistent though no [D](#)
- \* [Completeness of Data:](#) This dataset is as complete as data found withi [D](#)

**Horizontal Positional Accuracy**

- \* [Report:](#) This dataset is as complete as data found within the CMT as o: [D](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Vertical Positional Accuracy**

\*\* [Report:](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Lineage**

- \*\* [Source Information:](#) No sources found.
- \* [Processing Steps:](#) 2 processing steps found.  
(\* only 1 processing step required)

[Edit Lineage](#)

**Spatial Data Organization Information**

- \*\* [Direct Spatial Reference:](#) [Edit Object Info](#) [D](#)
- \*\* [Indirect Spatial Reference:](#)

**Coordinate System Information**

**Horizontal**

- \* [Projection:](#) Geographic [D](#)
- \* [Not applicable:](#)
- \* [Units:](#) decim: \* [Datum:](#) North American Datum of 1: [D](#)
- \* [Resolution:](#) X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

**Overview** **Detailed**

[Entity Information](#) [Help](#)

Label [+](#) [-](#) Definition Source

FWS\_CMT\_Locations USFWS, Information Resour

Definition USFWS Station Locations information

[Attribute Information](#)

Label [+](#) [-](#) Definition Source

FID Esri

Definition Internal feature number.

[Domain Information](#)

**Range** **Codeset** **Enumerated** **Unrepresentable**

Sequential unique whole numbers that are automatically

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

[Save](#) [Save & Close](#) [Cancel](#)

If you have not performed formal tests on your spatial data you can enter the default values.

Push the **Edit Lineage** button to open the **Lineage** and **Processing Steps** window.

## 7. Quality, Coordinate System and Attribute Information

btnCloseLineage / gbLineage / X: 693 - Y: 2

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Lineage**

**\*\* Source Information**

Source Citation	Source Scale Denominator	Type of Source Media	Source Currentness Reference	Time Period of Content	Source Citation Abbreviation	Source Contribution

**\* Processing Steps** — (\* only 1 processing step required)

Date	Description	Contact
20130626	Data were exported from CMT into a delimited text format. The data w...	/
20130701	CMT locations were visually inspected in ArcMap using ESRI imagery as...	/

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description Save Save & Close Cancel

If the geospatial data is compiled, derived or calculated from pre-existing data, the source(s) should be listed in the **Lineage**. Original data collection methodologies should be explained in the **Abstract** and **Supplemental Information** sections.

In **Processing Steps** enter a brief summary of the steps followed to create the data set. It is not necessary to document each individual operation unless unusual methods were utilized or complex modeling was involved.

When finished, click the **Close Lineage** button.



## 7. Quality, Coordinate System and Attribute Information

The screenshot shows the EPA Metadata Editor software interface. The title bar indicates the file is 'Panel14 / GroupBox12 / X: 6 - Y: 18'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The main window has three tabs: 'Basic Data Set Information', 'Quality, Coordinate System, and Attribute Information' (which is active), and 'Distribution & Metadata Information'.

The active tab is divided into several sections:

- Quality:** Contains fields for 'Integrity Tests' (This data is believed to be logically consistent though no), 'Completeness of Data' (This dataset is as complete as data found withi), 'Horizontal Positional Accuracy' (Report: This dataset is as complete as data found within the CMT as o), and 'Vertical Positional Accuracy' (Report:). Each section has a 'Value' field, a 'Test used' field, and a 'D' button.
- Coordinate System Information:** Includes a 'Horizontal' section with a 'Projection' dropdown menu (currently showing 'Geographic'), a 'Units' dropdown menu (currently showing 'Universal Transverse Mercator'), and a 'Resolution' section with 'X' and 'Y' fields (both set to 0.000001).
- Entity and Attribute Information:** This section has two sub-tabs: 'Overview' and 'Detailed'. The 'Overview' tab is active and shows 'Entity Information' (Label: FWS\_CMT\_Locations, Definition Source: USFWS, Information Resour, Definition: USFWS Station Locations information) and 'Attribute Information' (Label: FID, Definition Source: Esri, Definition: Internal feature number.). The 'Domain Information' section is also visible, showing 'Range' as 'Sequential unique whole numbers that are automatically'.
- Spatial Data Organization Information:** Includes fields for 'Direct Spatial Reference' and 'Indirect Spatial Reference', each with an 'Edit Object Info' button and a 'D' button.

At the bottom of the window, there is a legend: 'YELLOW \* mandatory', 'GREEN \*\* mandatory if applicable', and 'BLUE optional'. To the right of the legend is a note: 'Click on text to link to element description'. The bottom right corner has three buttons: 'Save', 'Save & Close', and 'Cancel'.

Currently the EPA Metadata Editor only supports State Plane, UTM and geographic projections.

Select Projection from the **Projection** pull down menu.

Select **Units** and **Datum** from the appropriate pull down menus.

## 7. Quality, Coordinate System and Attribute Information

attrlabl / grpAttr / X: 8 - Y: 33

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Quality**

\* Integrity Tests: This data is believed to be logically consistent though no **D**

\* Completeness of Data: This dataset is as complete as data found withi **D**

**Horizontal Positional Accuracy**

\* Report: This dataset is as complete as data found within the CMT as o: **D**

\*\* Value: (m) \*\* Test used:

**Vertical Positional Accuracy**

\*\* Report:

\*\* Value: (m) \*\* Test used:

**Lineage**

\*\* Source Information: No sources found.

\* Processing Steps: 2 processing steps found.  
(\* only 1 processing step required)

**Spatial Data Organization Information**

\*\* Direct Spatial Reference: Edit Object Info **D**

\*\* Indirect Spatial Reference:

**Coordinate System Information**

**Horizontal**

\* Projection: Geographic **D**

\* Not applicable:

\* Units: decim: \* Datum: North American Datum of 1' **D**

\* Resolution: X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

**Overview Detailed**

**Entity Information** [Help](#)

Label + - Definition Source

FWS\_CMT\_Locations USFWS, Information Resour

Definition USFWS Station Locations information

**Attribute Information**

Label + - Definition Source

FID Esri

FID

Shape

CCCODE

ORGCODE

ORNAME

ORGTYP

PROGRAM

MAILADD1

MAILADD2

MAILCITY

MAILSTATE

MAILZIP

MAILZIP4

PHYSADD1

PHYSADD2

PHYSCTY

PHYSSTATE

PHYSZIP

Generated Unrepresentable

Numbers that are automatically

Save & Close Cancel

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Individual attributes are found in the pulldown menu under **Attribute Information**.

## 8. Quality, Coordinate System and Attribute Information

MenuStrip1 / EditorForm / X: 5 - Y: 4

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Quality**

- \* [Integrity Tests:](#) This data is believed to be logically consistent though no [D](#)
- \* [Completeness of Data:](#) This dataset is as complete as data found withi [D](#)

**Horizontal Positional Accuracy**

- \* [Report:](#) This dataset is as complete as data found within the CMT as o: [D](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Vertical Positional Accuracy**

\*\* [Report:](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Lineage**

- \*\* [Source Information:](#) No sources found.
- \* [Processing Steps:](#) 2 processing steps found.  
(\* only 1 processing step required)

[Edit Lineage](#)

**Spatial Data Organization Information**

- \*\* [Direct Spatial Reference:](#) [Edit Object Info](#) [D](#)
- \*\* [Indirect Spatial Reference:](#)

**Coordinate System Information**

**Horizontal**

- \* [Projection:](#) Geographic [D](#)
- \* [Not applicable:](#)
- \* [Units:](#) decim: \* [Datum:](#) North American Datum of 1: [D](#)
- \* [Resolution:](#) X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

[Overview](#) [Detailed](#)

**Entity Information** [Help](#)

Label [+](#) [-](#) Definition Source

FWS\_CMT\_Locations USFWS, Information Resour

Definition USFWS Station Locations information

**Attribute Information**

Label [+](#) [-](#) Definition Source

CCCODE U.S. Fish and Wildlife Service

Definition FBMS Cost Center Code - unique ten-digit alphanu

**Domain Information**

[Range](#) [Codeset](#) [Enumerated](#) [Unrepresentable](#)

Name Cost Center Code

Source Corporate Master Table (CMT)

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

[Save](#) [Save & Close](#) [Cancel](#)

Each attribute should be defined and characterized. There is a choice of **Range**, **Codeset**, **Enumerated** And **Unrepresentable** Domains.

A **Range** domain is appropriate for continuous numeric data like elevation or temperature.

Defining a **Codeset** of values is appropriate when the values reside within a well-defined domain, such as the **Cost Center Code** illustrated here.

## 8. Quality, Coordinate System and Attribute Information

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Quality**

\* [Integrity Tests:](#) This data is believed to be logically consistent though no D

\* [Completeness of Data:](#) This dataset is as complete as data found withi D

**Horizontal Positional Accuracy**

\* [Report:](#) This dataset is as complete as data found within the CMT as o: D

\*\* [Value:](#)  (m) \*\* [Test used:](#)

**Vertical Positional Accuracy**

\*\* [Report:](#)

\*\* [Value:](#)  (m) \*\* [Test used:](#)

**Lineage**

\*\* [Source Information:](#) No sources found.

\* [Processing Steps:](#) 2 processing steps found.  
(\* only 1 processing step required)

Edit Lineage

**Spatial Data Organization Information**

\*\* [Direct Spatial Reference:](#)  Edit Object Info D

\*\* [Indirect Spatial Reference:](#)

**Coordinate System Information**

**Horizontal**

\* [Projection:](#) Geographic D

\* [Not applicable:](#)

\* [Units:](#) decim: D \* [Datum:](#) North American Datum of 1: D

\* [Resolution:](#) X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

**Overview Detailed**

**Entity Information** [Help](#)

Label + - Definition Source

FWS\_CMT\_Locations D USFWS, Information Resour D

Definition USFWS Station Locations information

**Attribute Information**

Label + - Definition Source

ORNAME D U.S. Fish and Wildlife Servic D

Definition The official name given to a Service organization th

**Domain Information**

**Range Codeset Enumerated Unrepresentable**

Organization Name.] D

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

Save Save & Close Cancel

An **Unrepresentable Domain** is appropriate for free text attributes.

## 8. Quality, Coordinate System and Attribute Information

GroupBox12 / TabPage2 / X: 455 - Y: 7

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Quality**

- \* [Integrity Tests:](#) This data is believed to be logically consistent though no [D](#)
- \* [Completeness of Data:](#) This dataset is as complete as data found withi [D](#)

**Horizontal Positional Accuracy**

- \* [Report:](#) This dataset is as complete as data found within the CMT as o: [D](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Vertical Positional Accuracy**

\*\* [Report:](#)

\*\* [Value:](#) (m) \*\* [Test used:](#)

**Lineage**

- \*\* [Source Information:](#) No sources found.
- \* [Processing Steps:](#) 2 processing steps found.  
(\* only 1 processing step required)

[Edit Lineage](#)

**Spatial Data Organization Information**

- \*\* [Direct Spatial Reference:](#) [Edit Object Info](#) [D](#)
- \*\* [Indirect Spatial Reference:](#)

**Coordinate System Information**

**Horizontal**

- \* [Projection:](#) Geographic [D](#)
- \* [Not applicable:](#)
- \* [Units:](#) decim: \* [Datum:](#) North American Datum of 1: [D](#)
- \* [Resolution:](#) X: 0.000001 = Y: 0.000001

**Entity and Attribute Information**

[Overview](#) [Detailed](#)

**Entity Information** [Help](#)

[Label](#) [+](#) [-](#) [Definition Source](#)

FWS\_CMT\_Locations USFWS, Information Resour

[Definition](#) USFWS Station Locations information

**Attribute Information**

[Label](#) [+](#) [-](#) [Definition Source](#)

loc U.S. Fish and Wildlife Servic

[Definition](#) Code describing the nature of the latitude and long

**Domain Information**

[Range](#) [Codeset](#) **Enumerated** [Unrepresentable](#)

Value	Definition	Defn Src
a	Unique build...	U.S. Fish a...
b	Ambiguous b...	U.S. Fish a...
c	Polygon cent...	U.S. Fish a...
d	Ambiguous d...	U.S. Fish a...

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

[Save](#) [Save & Close](#) [Cancel](#)

An **Enumerated Domain** is appropriate for coded values that do not reside within a formally defined domain.

Here, a location code With a domain of five possible values is defined as an **Enumerated Domain** With an explicit definition of each value.

## 8. Distribution & Metadata Information

TabPage3 / tcEME / X: 4 - Y: 22

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information **Distribution & Metadata Information**

**Distribution Information**

\* **Distribution Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Techn... **D**

**Data Resource Type**

\* **Type of data set?** **D**

\* **Distribution Liability** **D**

**Metadata Information**

\* **Metadata Date:** 20130702 today

\* **Metadata Future Review Date:** 20170702 4 yrs

\* **Metadata Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Techn... **D**

**Metadata Standard**

\* **Standard Name:** FGDC Content Standard for Digital Geospatial Metadata

\* **Standard Version:** FGDC-STD-001-1998 **D**

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description

Save Save & Close Cancel

The third tab contains **Distribution & Metadata Information**.

## 8. Distribution & Metadata Information

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Distribution Information**

\* **Distribution Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Technr ▼ D

**Data Resource Type**

\* **Type of data set?** Downloadable Data ▼ D

\* **Distribution Liability** D

appropriately and consistent with the limitations of geospatial data in general and these data in particular. It is strongly recommended that the data described or contained herein be acquired directly from an authorized USFWS source and not indirectly through some other sources which may have changed the data in some way. The USFWS is not liable for data or information that is indirectly acquired through other sources.

**Metadata Information**

\* **Metadata Date:** 20130702 today

\* **Metadata Future Review Date:** 20170702 4 yrs

\* **Metadata Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Techno ▼ D

**Metadata Standard**

\* **Standard Name:** FGDC Content Standard for Digital Geospatial Metadata

\* **Standard Version:** FGDC-STD-001-1998 D

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description Save Save & Close Cancel

Contact Information is populated using pulldown menus.

The information in these menus can be modified in the database, discussed in section x. FWS best Practice is to use **Primary Organization** in the Contacts Information.

Use the **Default** button for **Metadata Standard**.

A known issue exists with **Metadata Future Review Date**, even though a review may not be planned or anticipated, a date must be entered. EPA uses a default of 4 years.

## 8. Distribution & Metadata Information

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Distribution Information**

\* **Distribution Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Technr ▼ D

**Data Resource Type**

\* **Type of data set?** Downloadable Data ▼ D

\* **Distribution Liability** D

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\* **Standard Version:** FGDC-STD-001-1998 D

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description Save Save & Close Cancel

The **Distribution Liability** for geospatial data published by the U.S. Fish and Wildlife Service is generally the same as the **Use Liability** and can be copied and pasted.

A known issue exists with **Metadata Future Review Date**, even though a review may not be planned or anticipated, a date must be entered. EPA uses a default of 4 years.



## 8. Distribution & Metadata Information

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Distribution Information**

\* **Distribution Contact**

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U.S. Fish and Wildlife Service, Information Resource and Technr ▼ D

**Data Resource Type**

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\* **Distribution Liability** D

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**Metadata Information**

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\* **Metadata Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource and Technr ▼ D

**Metadata Standard**

\* **Standard Name:** FGDC Content Standard for Digital Geospatial Metadata

\* **Standard Version:** FGDC-STD-001-1998 D

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description Save Save & Close Cancel

Contact Information is populated using pulldown menus.

The information in these menus can be modified in the database, discussed in section x. FWS best Practice is to use **Primary Organization** in the Contacts Information.

## 9. Upgrading Metadata - Overview

EPA Metadata Editor v3.1.2

File Edit Tools Help

Basic Data Set Information | Quality, Coordinate System, and Attribute Information | Distribution & Metadata Information

**Citation**

\* Origin: [ ] [D]

\* Title: [ ] [D]

**Publisher**

\* Published by: [ ] [D]

\* Published at: [ ] \* Date: [ ] today

**Online Linkage**

\*\* Primary Linkage: [ ] [D] ✓

\*\* Secondary Linkage: [ ] [D] ✓

**Description**

\* Abstract: [ ]

\* Purpose: [ ]

Supplemental Info: [ ]

**Time Period**

\* Date of Data Set [D]

Single Date OR Multi Dates: Date1, Date2, \* Progress of data: [ ]

OR Range of dates: Date1 - Date2 \* Data currency: [ ]

[ ] today \* Update frequency: [ ]

**Bounding Box**

N: E: S: W: (from metadata record) [D]

\* N: [ ] \* E: [ ]

\* S: [ ] \* W: [ ]

**Keywords**

ISO EPA User Place

Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California  
Canada  
Colorado  
Connecticut  
Delaware  
Florida  
Georgia

Help [D]

**Data Set Constraints**

\* Access: [ ] [D]

\* Use: [ ] [D]

\* Security Classification: (from metadata record) [D]

**Contact**

☐ Primary Person ☒ Primary Organization

[ ] (from metadata record) [D]

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

Save Save & Close Cancel

When the metadata created in the EPA Metadata Editor is viewed in ArcCatalog, most of the information is not yet visible.

It is necessary to **upgrade** the metadata to ArcGIS format for users of ArcMap and ArcCatalog to view the metadata.

Because of differences in the standards (FGDC, ISO and ESRI-ISO), sometimes information can be lost in translation. It is important to finish all edits in EME and save a backup before **upgrading**.

## 10. Upgrading Metadata – Reviewing XML

tcEME / EditorForm / X: 1 - Y: 31

File Edit **Tools** Help

Basic Data Set Information | Quality, Coordinate System, and Attribute Information | Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service **D**

\* **Title:** U.S. Fish and Wildlife Service Corporate Master Table Locations **D**

**Publisher**

\* **Published by:** U.S. Fish and Wildlife Service **D**

\* **Published at:** Denver, CO \* **Date:** 20130702 today

**Online Linkage**

\*\* **Primary Linkage:** http://www.fws.gov/gis/data/national/FWS\_CMT **D** ✓

\*\* **Secondary Linkage:** **D** ✓

**Description**

\* **Abstract:** The U.S. Fish and Wildlife Service Corporate Master Table, CMT, is the official source of Service organization codes and related information. Information in the CMT includes, but is not limited to, organization

\* **Purpose:** The CMT enables all Service automated systems to utilize a corporate data set of known quality, eliminating the workload required to maintain each system's data set, and thereby facilitating data sharing. Other

**Supplemental Info:** Records in the CMT are verified by representatives of the USFWS

**Time Period**

\* **Date of Data Set** **D**

Single Date OR Multi Dates: Date1, Date2, \* **Progress of data:** Planned

OR Range of dates: Date1 - Date2 \* **Data currency:** Publication date

20130626 today \* **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177 **D**

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

**ISO** **EPA** **USFWS GIS Thesaurus** **Place**

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificInformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location **Help** **D**

**Data Set Constraints**

\* **Access:** None **D**

\* **Use:** Although these data and information ha **D**

\* **Security Classification:** No Confidentiality (from metadata) **D**

**Contact**

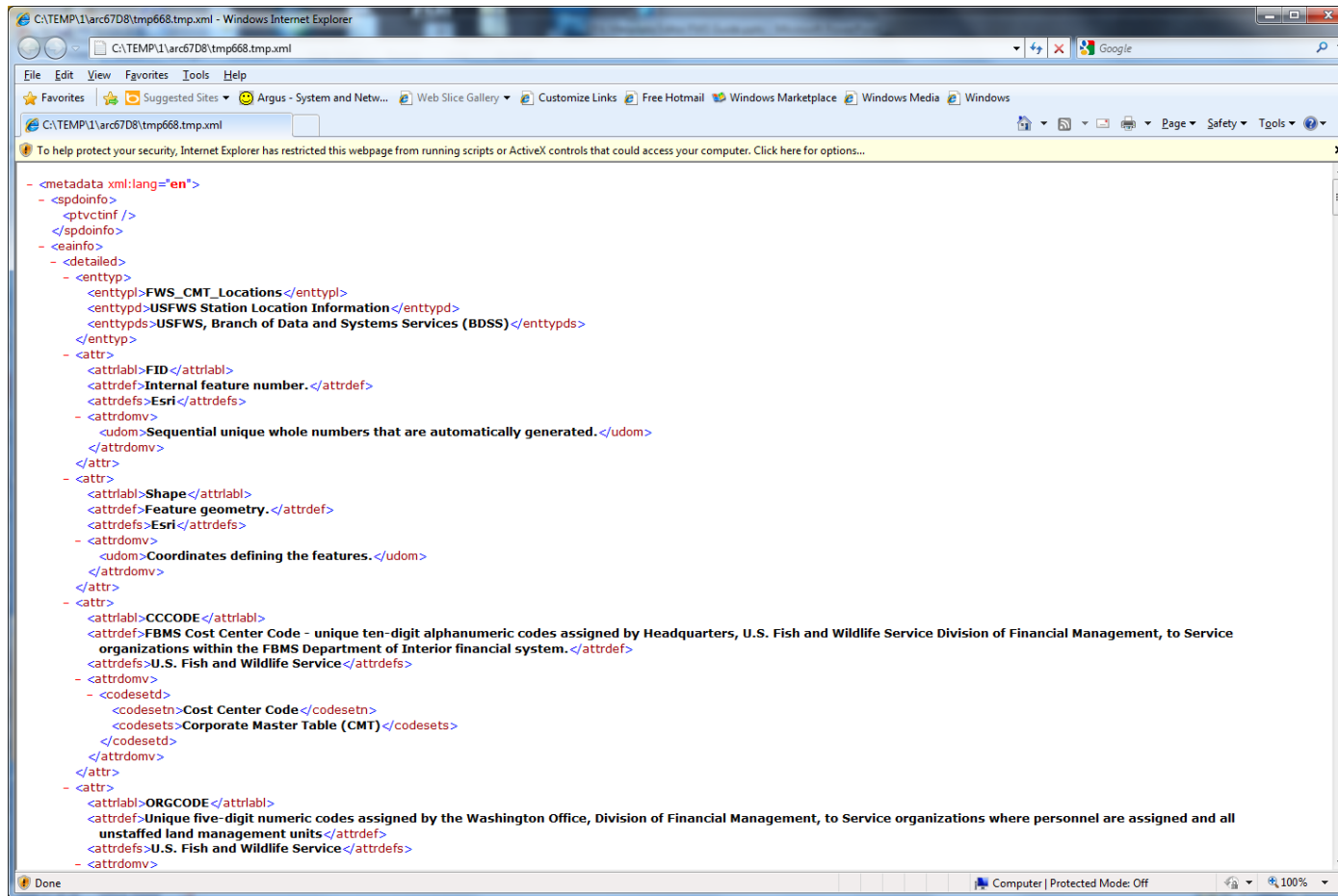
☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource **D**

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description **Save** **Save & Close** **Cancel**

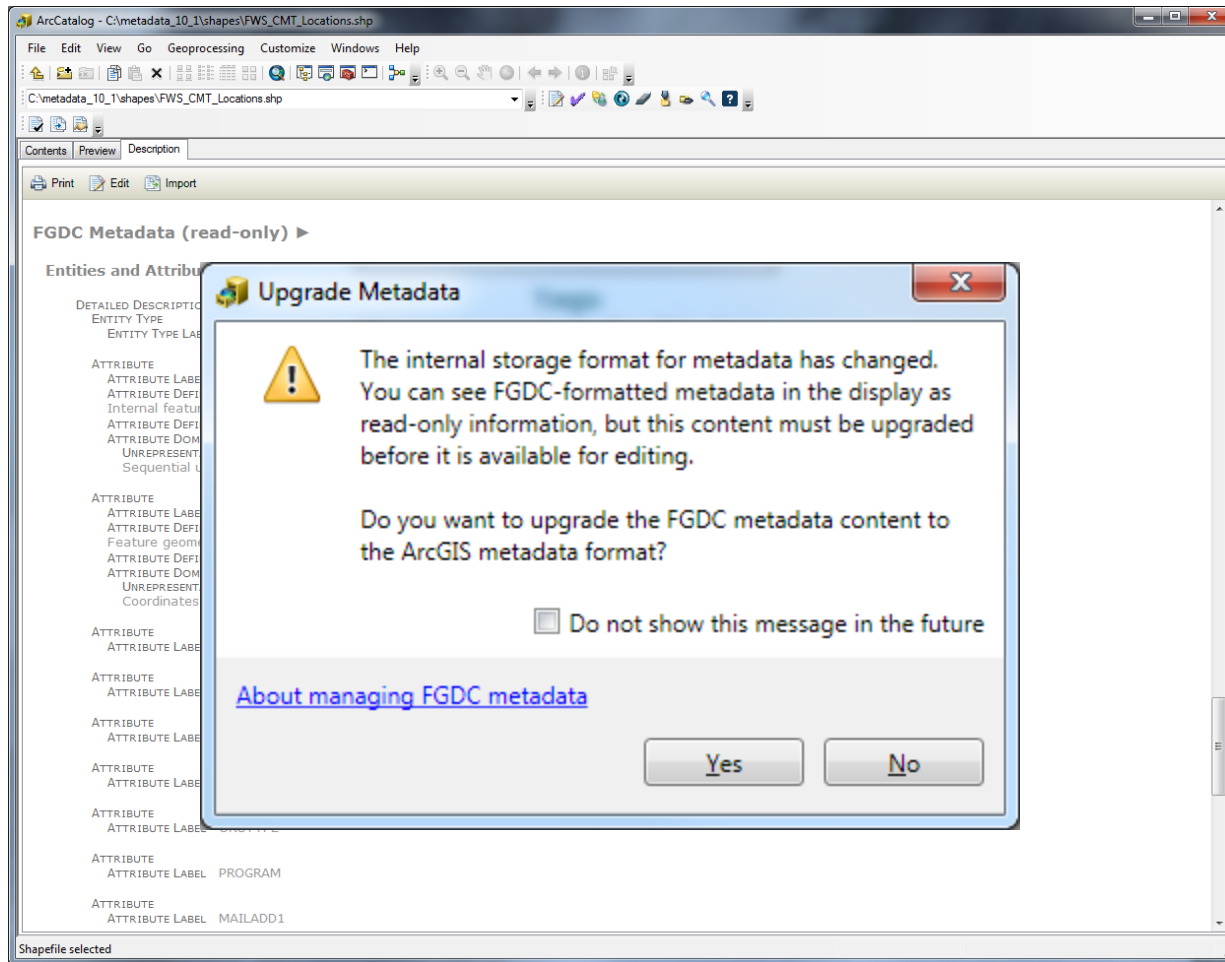
To view the xml output of your metadata, select **View Metadata XML** from the **Tools** pulldown menu.

# 10. Upgrading Metadata – Reviewing XML



Although XML may not be familiar to you, you can scroll down through the file and examine the information that you added. There may be a lot of stuff that appears extraneous, you can ignore it for now, it is ESRI and ISO metadata information.

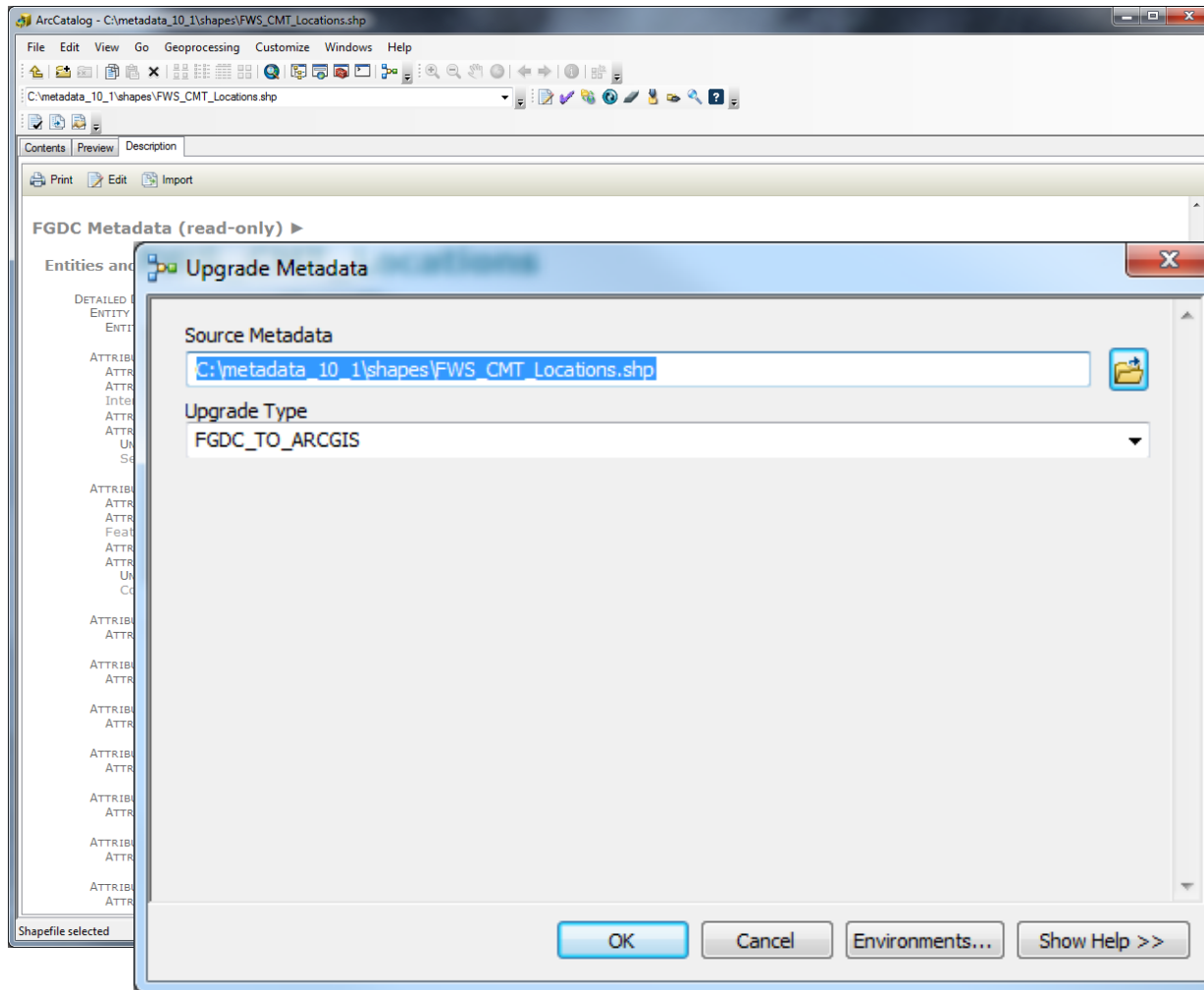
# 11. Upgrading Metadata - ArcCatalog



When the metadata created in the EPA Metadata Editor (EME) is opened in ArcCatalog, a popup appears prompting you to upgrade your metadata.

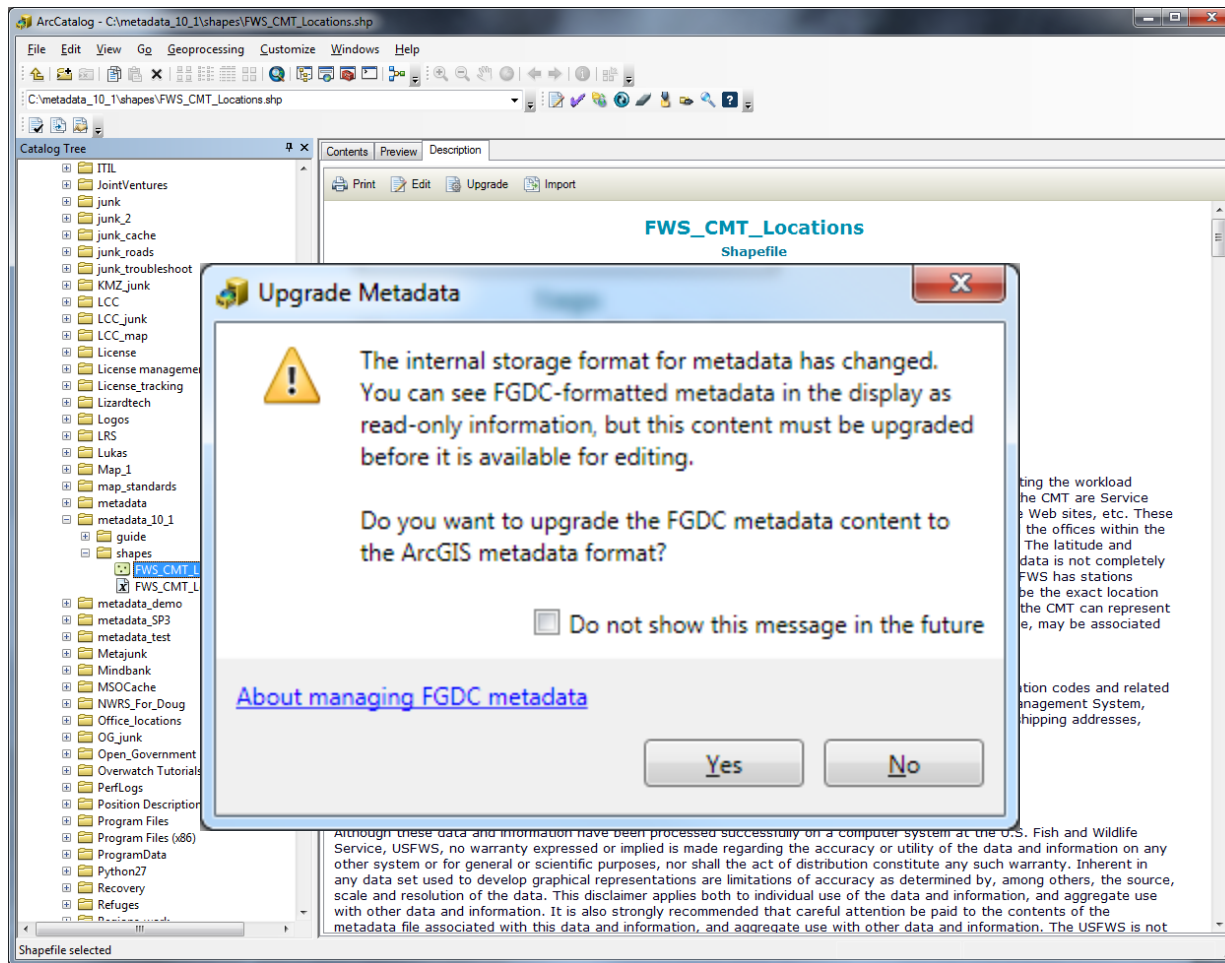
If you have finished Editing your metadata In EME, press **Yes**.

# 11. Upgrading Metadata - ArcCatalog



When you click **Yes** a dialog will open, select **FGDC\_TO\_ARCGIS** from the **Upgrade Type** pulldown.

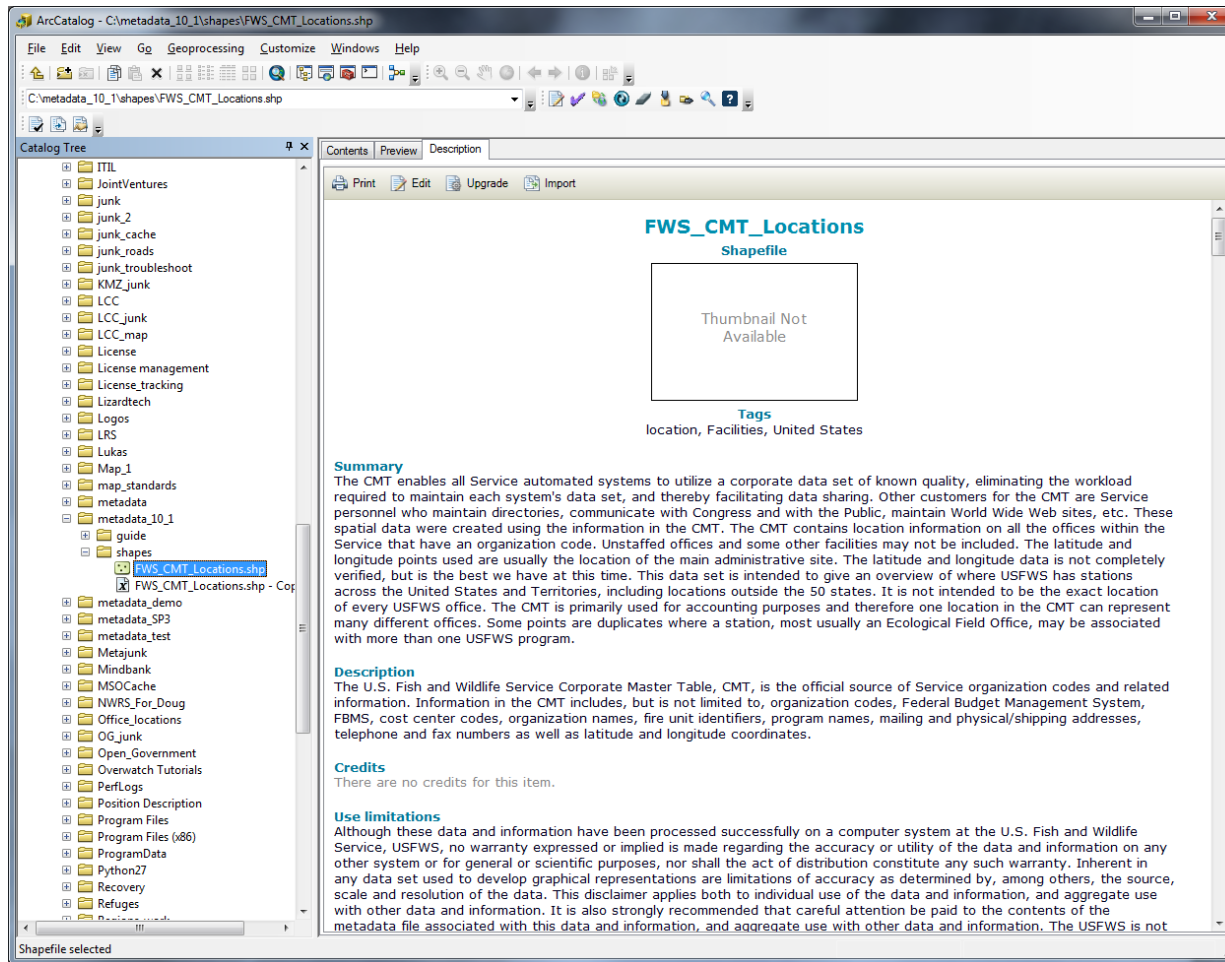
# 11. Upgrading Metadata - ArcCatalog



When you open your metadata again in ArcCatalog, the **Upgrade Metadata** popup will appear again. Press **No** This time.

Very often, if you press **Yes** this time, the upgrade routine will fail.

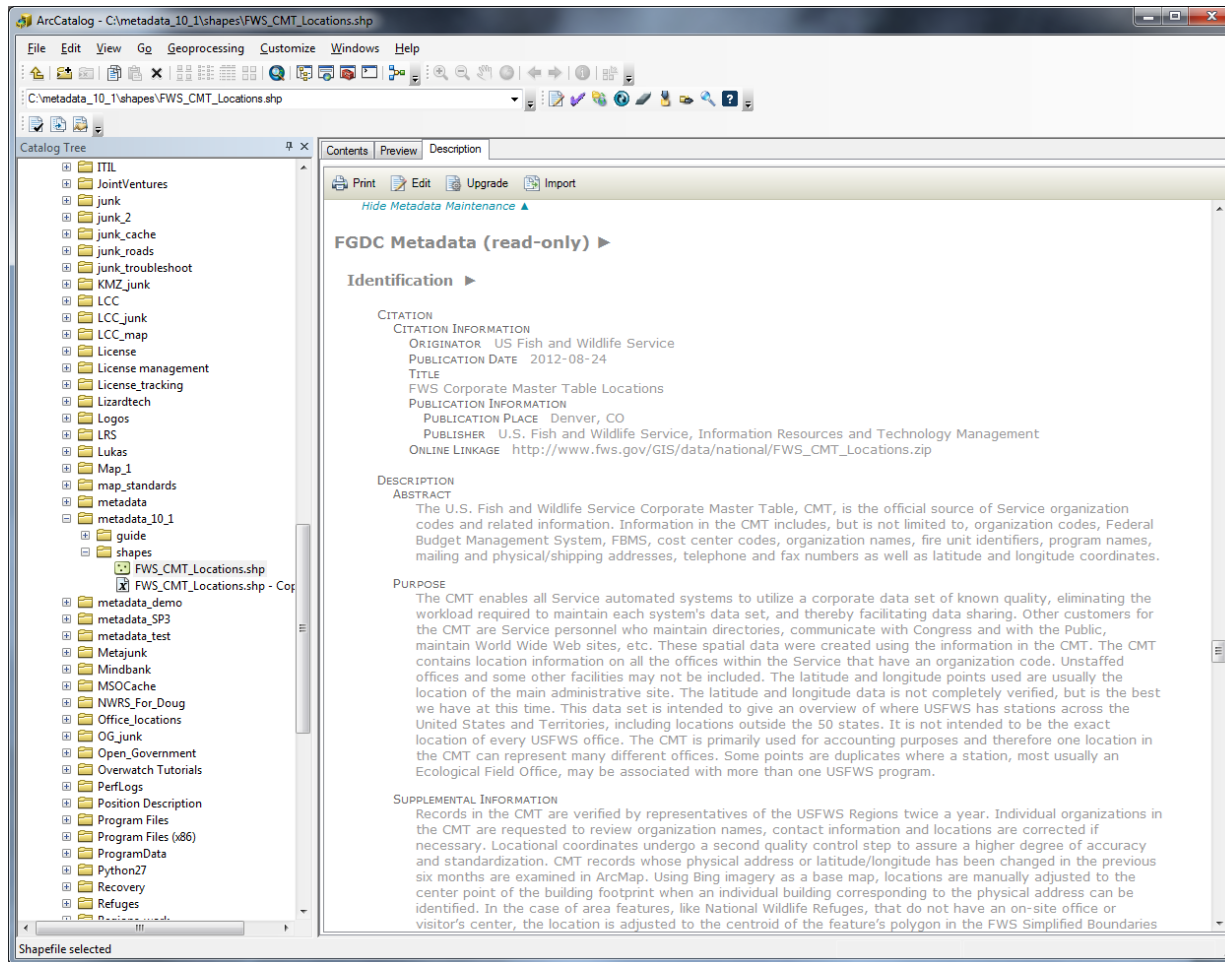
# 11. Upgrading Metadata - ArcCatalog



After upgrading your metadata it will appear Correctly in the ArcCatalog and ArcMap **Description** tab ...

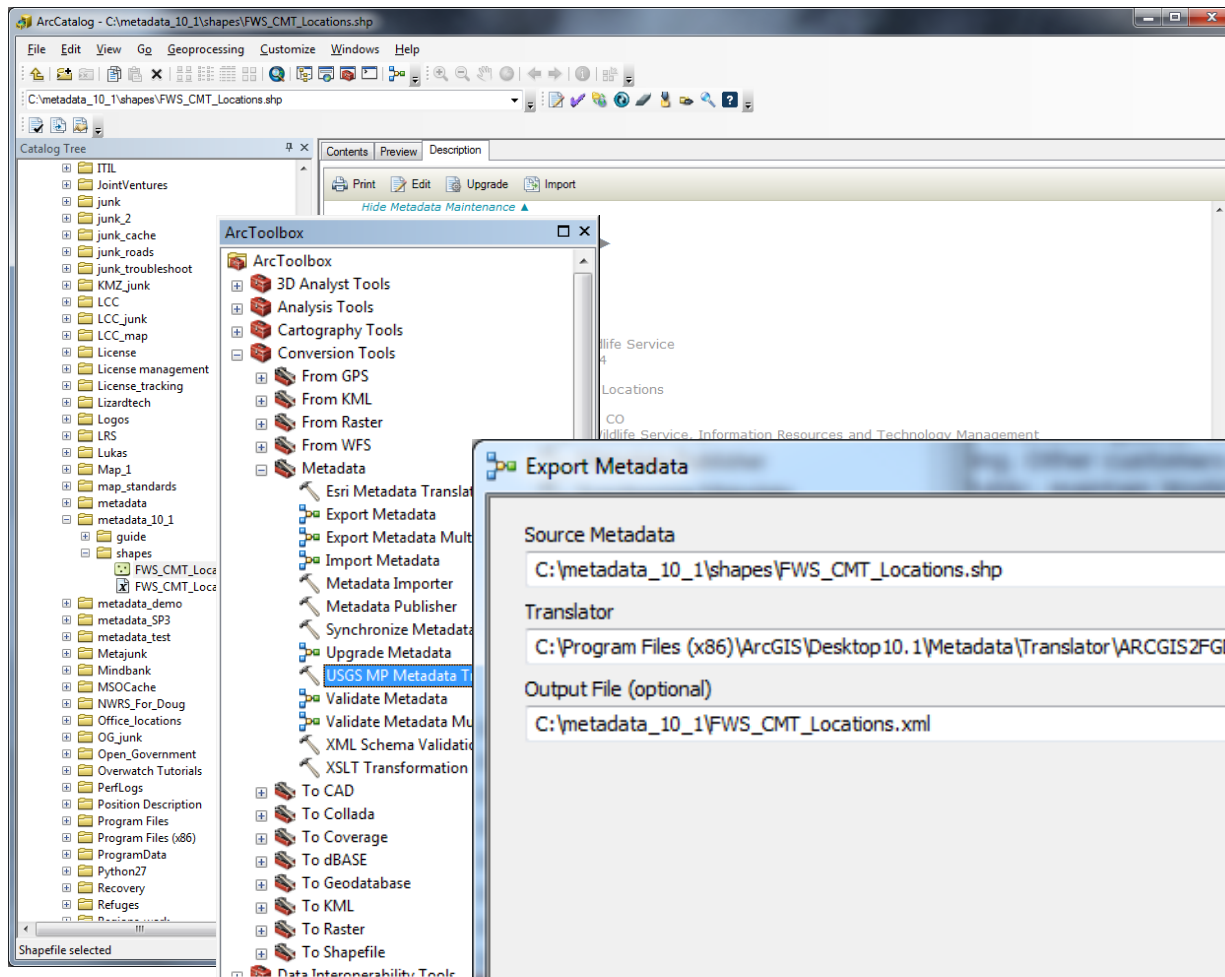


# 11. Upgrading Metadata - ArcCatalog



... as well as in the  
FGDC Metadata section.

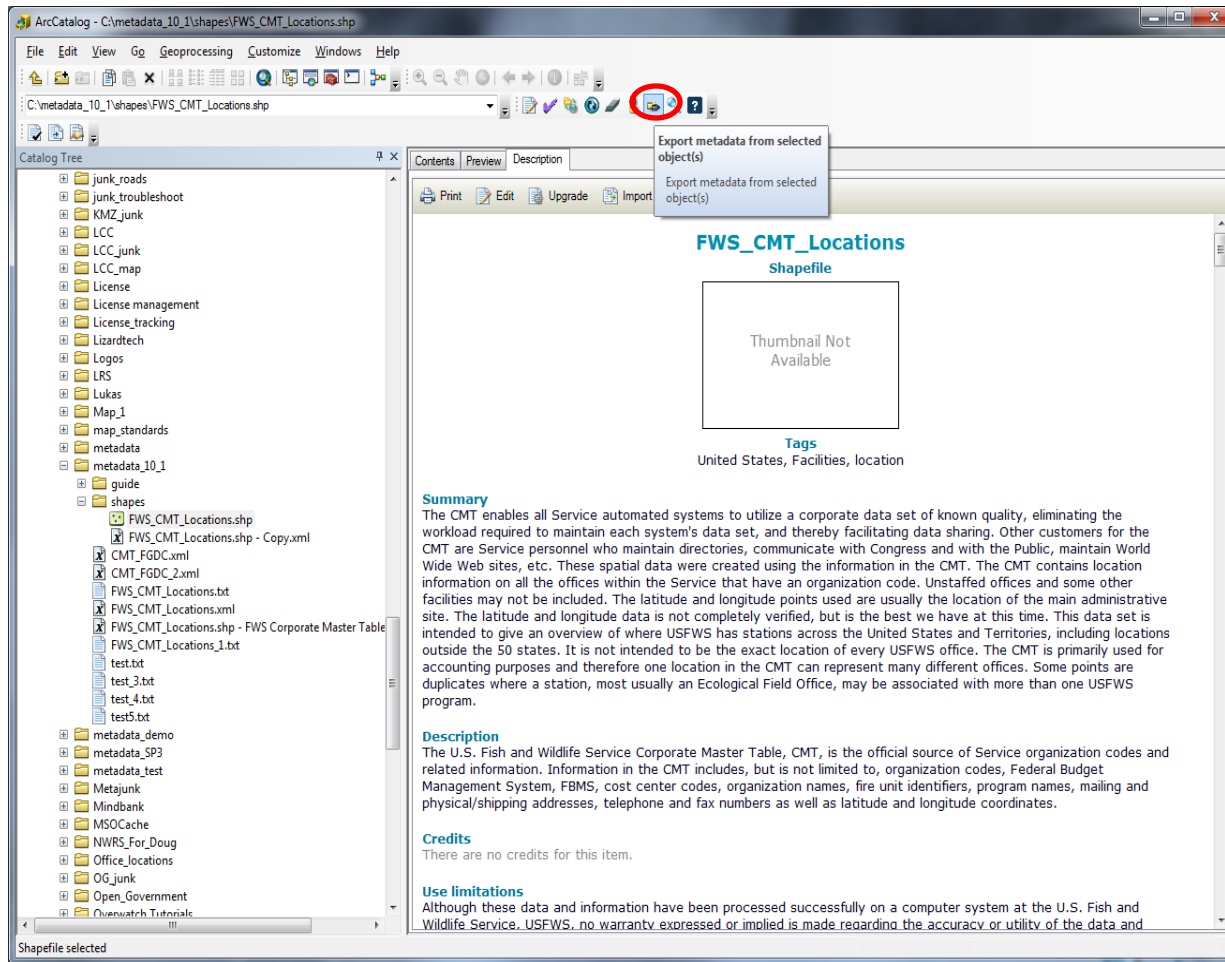
## 12. Exporting Metadata - ArcCatalog



To export your metadata From ArcCatalog, open **ArcToolbox**, select **Export Metadata**, browse to the metadata to be exported ...

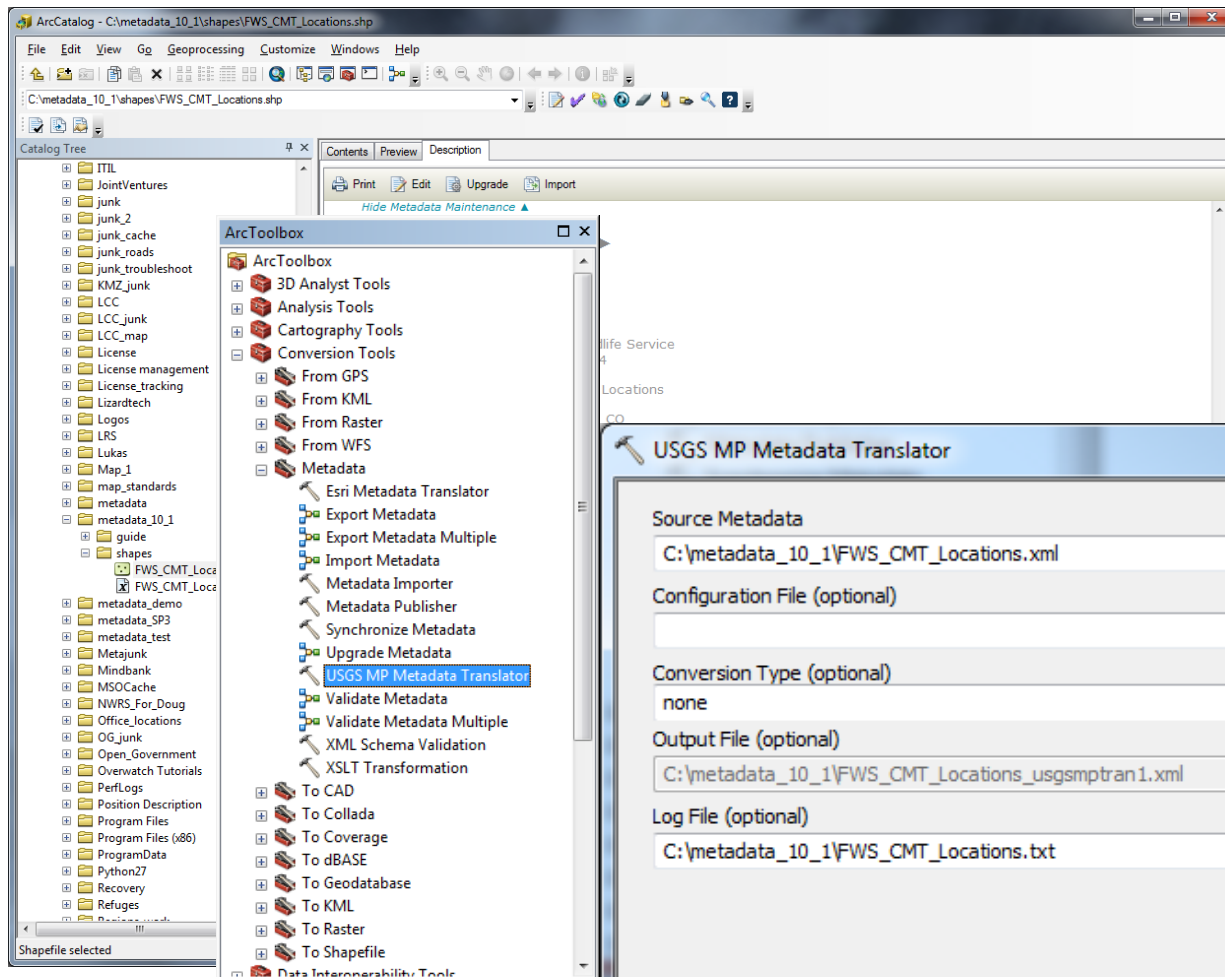
The translator will need to be defined, browse to where ArcGIS is installed as in this example.

# 13. Exporting Metadata - EME



To export an FGDC xml metadata file from EME select **Export Metadata from selected object(s)** from the EME toolbar in ArcCatalog.

## 14. Validating Metadata - ArcCatalog



To validate FGDC Metadata use the USGS MP Metadata Translator from ArcToolBox, as shown in this example ...

... to view any errors, open the text file in a text editor.

## 15. Editing the Metadata Database

tcEME / EditorForm / X: 1 - Y: 31

File Edit Tools Help

Basic Data Set Information | Quality, Coordinate System, and Attribute Information | Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service **D**

\* **Title:** U.S. Fish and Wildlife Service Corporate Master Table Locations **D**

**Publisher**

\* **Published by:** U.S. Fish and Wildlife Service **D**

\* **Published at:** Denver, CO **Date:** 20130702 today

**Online Linkage**

\*\* **Primary Linkage:** http://www.fws.gov/gis/data/national/FWS\_CMT **D** ✓

\*\* **Secondary Linkage:** **D** ✓

**Description**

\* **Abstract:** The U.S. Fish and Wildlife Service Corporate Master Table, CMT, is the official source of Service organization codes and related information. Information in the CMT includes, but is not limited to, organization

\* **Purpose:** The CMT enables all Service automated systems to utilize a corporate data set of known quality, eliminating the workload required to maintain each system's data set, and thereby facilitating data sharing. Other

**Supplemental Info:** Records in the CMT are verified by representatives of the USFWS

**Time Period**

\* **Date of Data Set** **D**

Single Date OR Multi Dates: Date1, Date2, **Progress of data:** Planned

OR Range of dates: Date1 - Date2 **Data currency:** Publication date

20130626 today **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177 **D**

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

ISO EPA USFWS GIS Thesaurus Place

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificInformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location **Help** **D**

**Data Set Constraints**

\* **Access:** None **D**

\* **Use:** Although these data and information ha **D**

\* **Security Classification:** No Confidentiality (from metadata **D**

**Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource **D**

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional

Click on text to link to element description

Save Save & Close Cancel

Most of the metadata information values that EME allows the user to select from pulldown menus, or, that EME offers as defaults can be edited in the metadata database.

This can be very helpful if you have many data sets to document or if your office publishes data sets regularly.

Commonly used values Can be inserted into the Interface, saving time and preventing typographical errors.

## 15. Editing the Metadata Database

The screenshot shows the tcEME EditorForm window with the 'Tools' menu circled in red. The window is titled 'tcEME / EditorForm / X: 1 - Y: 31'. The 'Tools' menu is highlighted, and the 'Open Database' option is visible. The main form area is divided into several sections: 'Citation', 'Publisher', 'Online Linkage', 'Description', 'Time Period', 'Bounding Box', 'Keywords', 'Data Set Constraints', and 'Contact'. The 'Citation' section includes fields for 'Origin', 'Title', 'Published by', 'Published at', and 'Date'. The 'Publisher' section includes a dropdown for 'Published by' and a dropdown for 'Published at'. The 'Online Linkage' section includes fields for 'Primary Linkage' and 'Secondary Linkage'. The 'Description' section includes fields for 'Abstract' and 'Purpose'. The 'Time Period' section includes fields for 'Date of Data Set', 'Progress of data', 'Data currency', and 'Update frequency'. The 'Bounding Box' section includes fields for 'N', 'E', 'S', and 'W'. The 'Keywords' section includes a list of keywords and a 'Help' button. The 'Data Set Constraints' section includes fields for 'Access', 'Use', and 'Security Classification'. The 'Contact' section includes fields for 'Primary Person' and 'Primary Organization'. A legend at the bottom indicates that yellow text is mandatory, green text is mandatory if applicable, and blue text is optional. Buttons for 'Save', 'Save & Close', and 'Cancel' are at the bottom right.

tcEME / EditorForm / X: 1 - Y: 31

File Edit **Tools** Help

Basic Data Set Information Quality, Coordinate System, and Attribute Information Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service **D**

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**Online Linkage**

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OR Range of dates: Date1 - Date2 \* **Data currency:** Publication date

20130626 today \* **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177 **D**

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

**ISO** **EPA** **USFWS GIS Thesaurus** **Place**

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificInformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location **Help** **D**

**Data Set Constraints**

\* **Access:** None **D**

\* **Use:** Although these data and information ha **D**

\* **Security Classification:** No Confidentiality (from metadata **D**

**Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource **D**

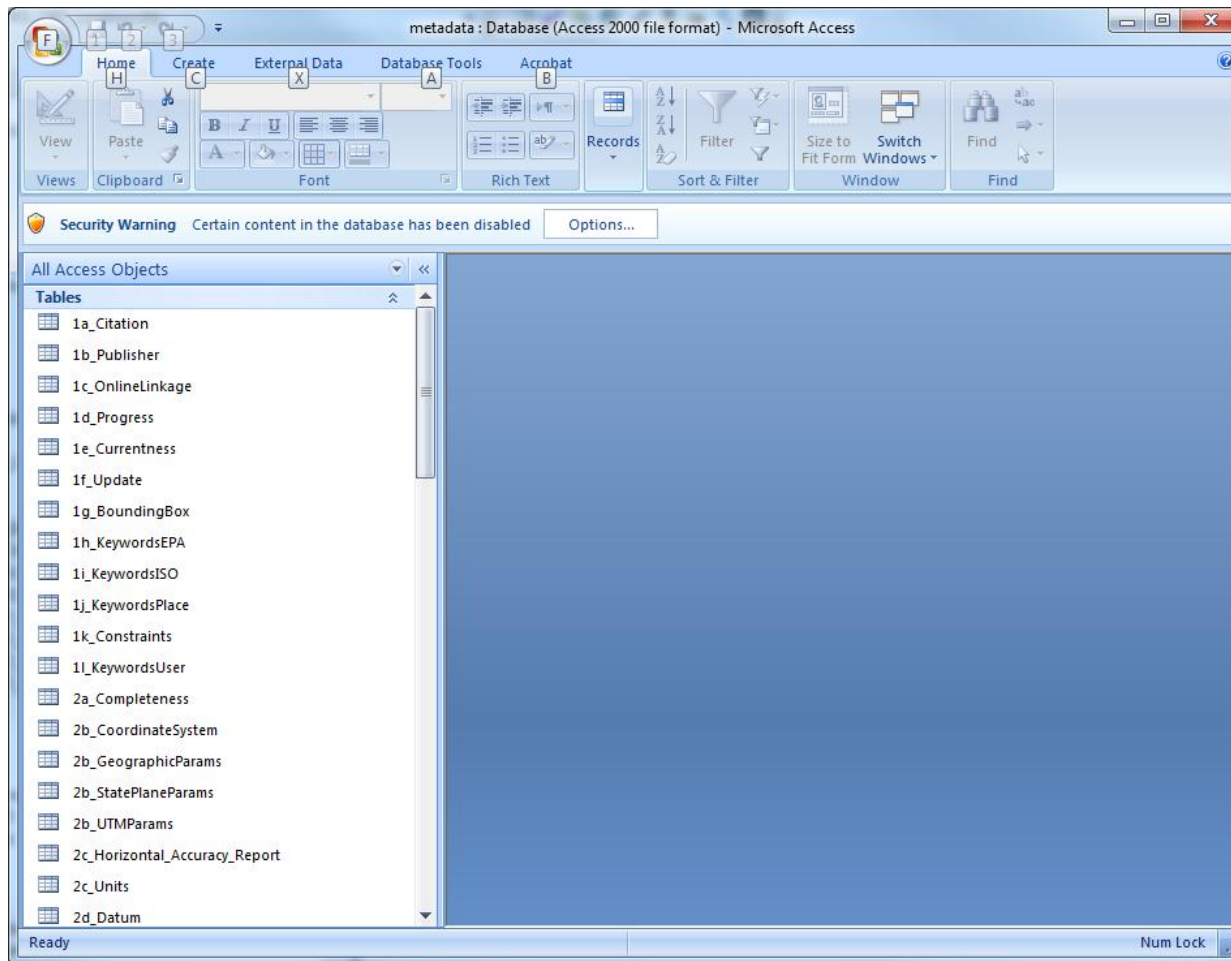
YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description **Save** **Save & Close** **Cancel**

To edit the EME database, select **Open Database** from the **Tools** pulldown menu. The database will open in Microsoft Access.

You cannot edit the database by opening it in Access, you **MUST** open using the **Open Database** tool in EME. Otherwise, your edits will not be recognized by EME.



## 16. Editing the Metadata Database in Access



Items that can be edited include:

Citation

Publisher

OnlineLinkage.

KeywordsPlace

Constraints

KeywordsUser

Citation

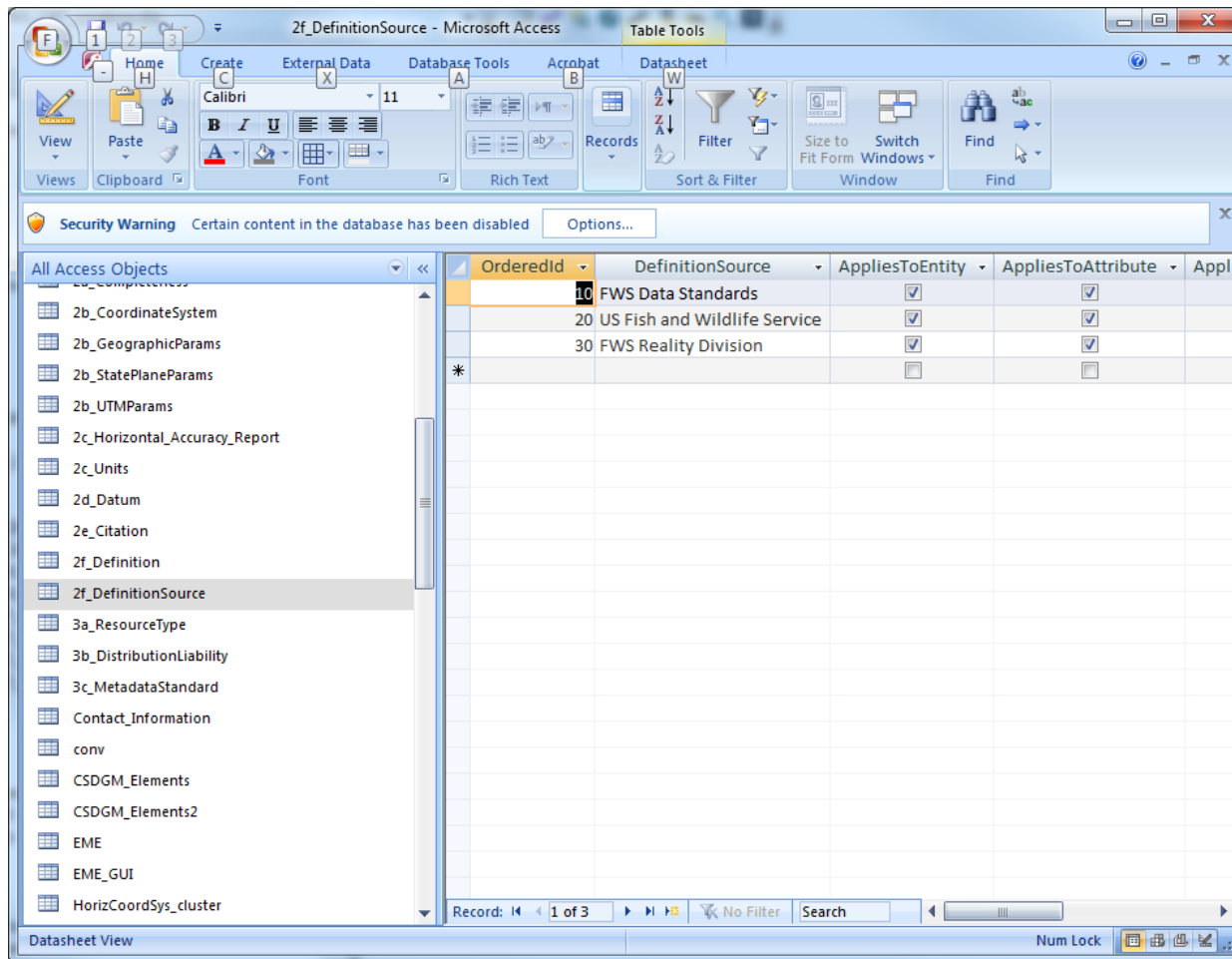
Definition

DefinitionSource

DistributionLiability

You cannot edit the database by opening it directly in Access, you **MUST** open it using the **Open Database** tool in EME. Otherwise, your edits will not be recognized by EME.

## 16. Editing the Metadata Database in Access



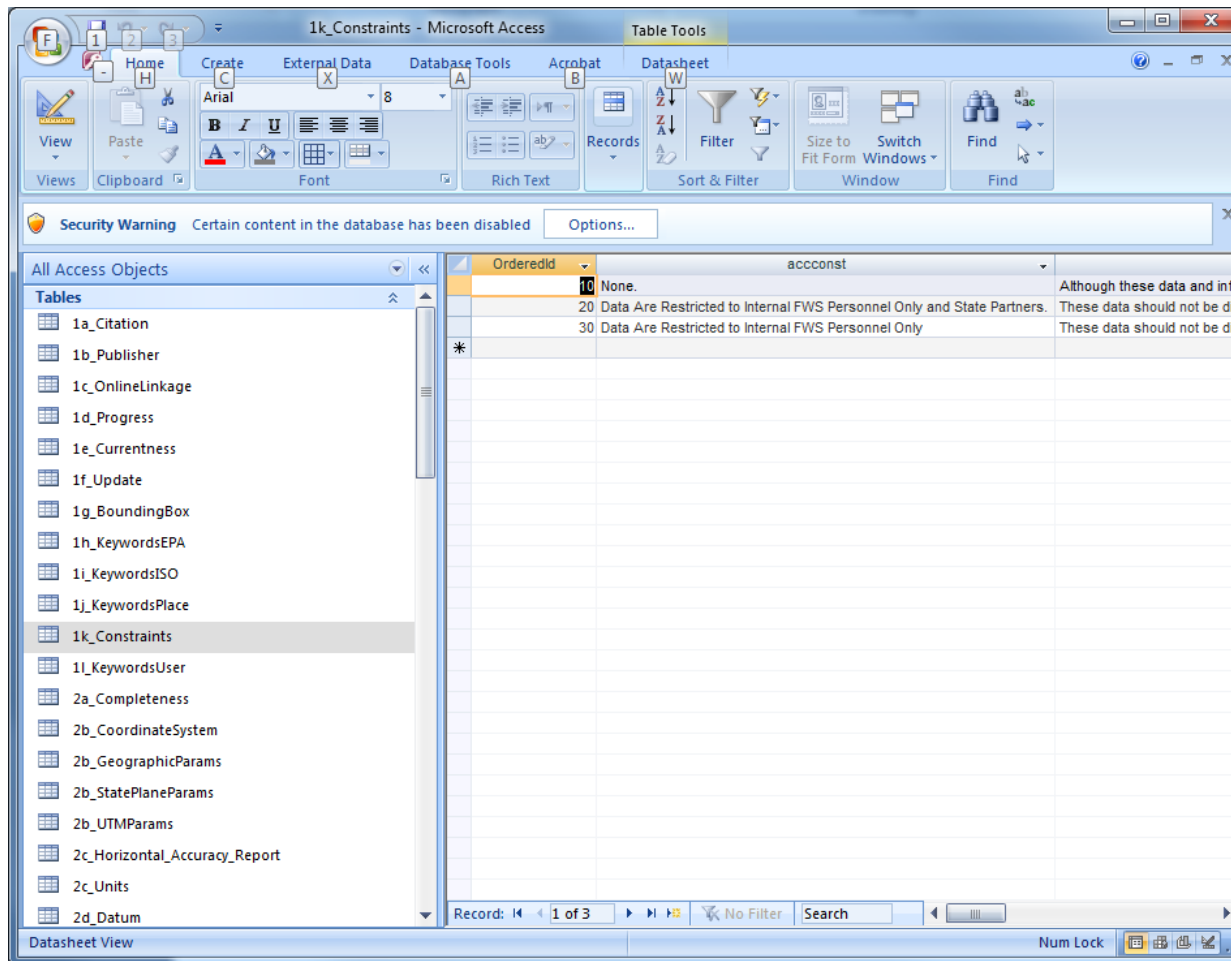
In this example, DefinitionSource, values available for the pulldown menu to populate **Definition Source** in the attribute section are modified for FWS use.

Checking the boxes designates whether this option will be available for Entity, Attribute or values in an Enumerated Domain.

When you have completed your edits, save in Access.



## 16. Editing the Metadata Database in Access

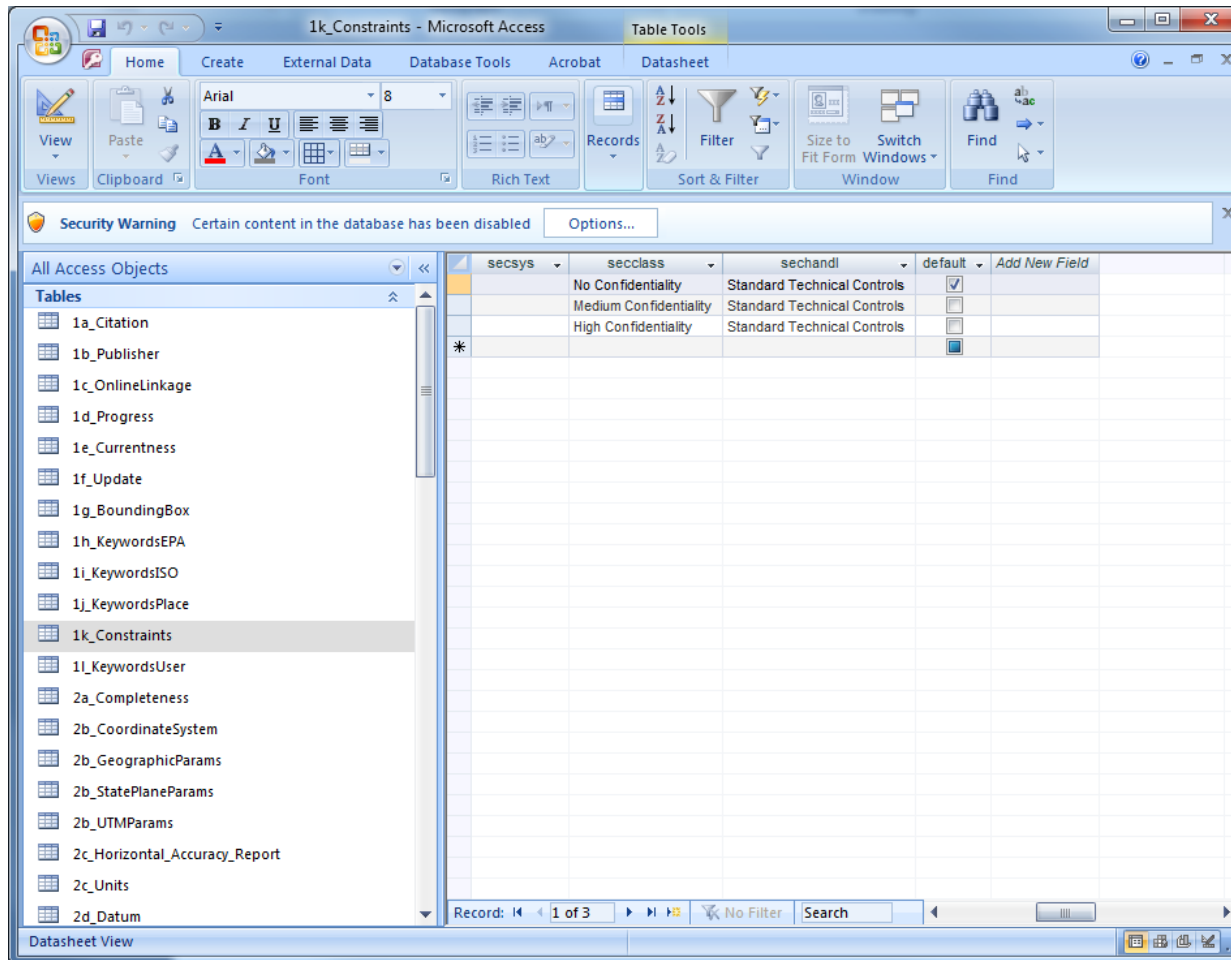


In this example, Constraints, values available for the pulldown menu to populate **Data Set Constraints** in the Basic Data Set Information section are modified for FWS use.

This table includes values for Access, Use and Distribution Constraints.

To set a value as a Default, scroll to the right at the bottom ...

## 16. Editing the Metadata Database in Access



... and place a check in the **default** box.

This will be the value that is entered when the **Default** button is pushed.

# 17. Refreshing the Metadata Database

tcEME / EditorForm / X: 1 - Y: 31

File Edit **Tools** Help

Basic Data Set Information | Quality, Coordinate System, and Attribute Information | Distribution & Metadata Information

**Citation**

\* **Origin:** U.S. Fish and Wildlife Service **D**

\* **Title:** U.S. Fish and Wildlife Service Corporate Master Table Locations **D**

**Publisher**

\* **Published by:** U.S. Fish and Wildlife Service **D**

\* **Published at:** Denver, CO **Date:** 20130702 today

**Online Linkage**

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**Time Period**

\* **Date of Data Set** **D**

Single Date **OR** Multi Dates: Date1, Date2, \* **Progress of data:** Planned

**OR** Range of dates: Date1 - Date2 \* **Data currency:** Publication date

20130626 today \* **Update frequency:** As needed

**Bounding Box**

N:67.834538 E:166.624738 S:-14.545643 W:-177 **D**

\* **N:** 67.834538 \* **E:** 166.624738

\* **S:** -14.545643 \* **W:** -177.376051

**Keywords**

**ISO** **EPA** **USFWS GIS Thesaurus** **Place**

boundaries  
climatologyMeteorologyAtmosphere  
economy  
elevation  
environment  
farming  
geoscientificinformation  
health  
imageryBaseMapsEarthCover  
inlandWaters  
intelligenceMilitary  
location **Help** **D**

**Data Set Constraints**

\* **Access:** None **D**

\* **Use:** Although these data and information ha **D**

\* **Security Classification:** No Confidentiality (from metadata) **D**

**Contact**

☐ Primary Person ☒ Primary Organization

U.S. Fish and Wildlife Service, Information Resource **D**

YELLOW \* mandatory GREEN \*\* mandatory if applicable BLUE optional Click on text to link to element description Save Save & Close Cancel

To view your edits Within EME, select **Refresh Database** from the **Tools** pulldown menu. The new values will now be available from the pulldown menus and Default buttons.

## 18. Customizing the Database for Specific Stations and Offices

The metadata database, metadata\_fws.mdb, located at C:\metadata\_fws, can be shared among colleagues by copying and pasting the database to the same path location on the coworker's computer.

Common values, such as publisher, originator or contacts can be standardized by sharing the database. These values can be defined as defaults in the database, making it easier for users to populate metadata elements.

For geospatial data series you may want to create a metadata template that users can import into ArcCatalog and then edit as needed in EME.